

## NOTIFICATION OF VACANCY

**Administrative Assistant  
(Administrative & Office Specialist III)**

**POSITION #00322**

**LOCATION:**

**DHCD  
501 N. 2ND STREET  
RICHMOND, VA 23219**

**HIRING SALARY RANGE:**

**\$28,000 – \$37,000 Annually**

### **DUTIES AND RESPONSIBILITIES:**

The Department of Housing and Community Development is seeking an individual to serve as first point of contact for client groups and customers. Incumbent will provide general office, secretarial, procurement, and support services for the Commission on Local Government and its staff. In addition, provides the same services and support for the Associate Director for Administrative Services.

### **QUALIFICATIONS GUIDE:**

Demonstrated knowledge of office and administrative practices, state procurement (eVA) guidelines and accounting procedures. Demonstrated ability to communicate with and understand clientele served and client needs; to operate a PC and advanced word processing software and other office software; to operate program databases and generate reports; to prioritize work loads and schedule multiple tasks for several professionals; to coordinate meeting arrangements and site logistics. Must have skills in using Microsoft Office Suite. High school graduate or equivalent. Extensive experience providing professional administrative support. Combination of education and experience indicating possession of applicable KSAs listed above.

***TO BE CONSIDERED FOR THIS POSITION, A COMPLETED STATE APPLICATION FOR EMPLOYMENT MUST BE RECEIVED AT THE ADDRESS BELOW BY NOVEMBER 16, 2005, BY 5:00 PM. (EST).***

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT  
HUMAN RESOURCE OFFICE**

**501 N. 2ND STREET  
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